

Commonwealth of Virginia

PRIVATE SECURITY SERVICES ADVISORY BOARD

October 3, 2006
Quarterly Meeting Minutes

Ramada Plaza Resort Oceanfront
Cape Colony Ballroom
5700 Atlantic Avenue
Virginia Beach, Virginia 23451

Call to Order

Kevin Hodges, Chairman, called the meeting to order at approximately 10:00am.

Attendees

Kevin Hodges, Chairman, Dennis VanDuzee, Vice-Chairman, Christopher DiMartino, Secretary, Connie Higginbotham, Charles Tobin, Thomas Turner, Rafe Wilkinson, Deputy Chief James Cervera, William Stollhans, Brent Fortner, Christopher Stuart, and Harry Merchant

Absent

Kenneth Davis

Approval of Agenda

Kevin Hodges made a motion to amend the agenda that was presented. He asked to move item number eight, the Harold L. McCann Award Presentation, up to item number five. Brent Fortner seconded the motion. Motion carried.

Approval of Minutes

Amendments to the June 13, 2006, PSSAB minutes are as follows; on the last page under Board Comments the second sentence should read, "He stated he would like to see more of this type of reporting to continue".

Chris DiMartino made a motion to approve the amended minutes for the June 13, 2006, PSSAB meeting. Thomas Turner seconded the motion. The motion carried.

Harold L. McCann Award Presentation

Mr. Hodges presented the 2006 Harold L. McCann Award to MaryKay Wakefield. Ms. Wakefield served eight years on the PSSAB as the Electronic Security Services Representative. During that time she served as Chair, Vice-Chair and Secretary to the Board.

Ms. Wakefield thanked the Board and industry for the recognition. She also thanked her employer, Richmond Alarm Company for always supporting her and allowing her time to do her volunteer work.

DCJS Report

Kim Buckner welcomed the Board and all guests present today. Kim gave an overview on some of Private Security's recent efforts. She reviewed the current licensing system software implementation, and stated in the future Sherlock will be replaced with a System Automation software package.

PSS is currently in the process of establishing five work groups in order to assist as they go through the reengineering process and the promulgation of the regulations. Some volunteers have agreed to participate in these work groups, however, members of the industry will be asked to fill in the gaps with these groups. The five groups will consist of a training, fingerprint, criminal history guidelines, regulatory and partnership workgroups. More information will be sent out to the industry in the near future.

Kim briefly explained the partnership workgroup. This workgroup will try to determine how best DCJS can work with the industry in raising the bar and how to become more efficient with the industry. This will allow businesses and schools to collaborate easier with DCJS.

The new PSS IVR system will be effective in mid October. This system will give you complete application status detail, and will be a true enhancement for Private Security.

Kim Freiburger, Licensing Manager, introduced her staff and outlined the duties of her unit. She reported on the daily activities of the Licensing, Registration and Finance unit. She mentioned the volume of applications that pass through this unit, including 58,000 applications having been processed in FY06.

Kim stated the unit's goal is to provide the most efficient service to the regulants.

Robbie Robertson, Administration Manager, provided an overview of the Administration unit, which consists of criminal history, fingerprints, and customer service. He introduced his staff and detailed each employee's job responsibilities.

Robbie cited some problems occurring that often hold up the processing of applications. He stated that there is often vital information missing from fingerprint cards and criminal history supplement forms.

He also expressed the importance of utilizing the customer service line to direct any questions regulants may have. Robbie also commented on the importance of keeping your mailing address and email address updated.

Kim Buckner, Training Manager, introduced her staff and the duties they have. She also mentioned the accomplishments the training unit has had this past year, one of which is communication. Over the past year Kim has developed and implemented a newsletter that is distributed to instructors and directors of the training schools. This helps keep the schools updated on events and issues that are happening in the industry.

Kim pointed out some of the goals that the training unit will be working on over the next year. She mentioned adding a school director certification program, as well as spending more pro-active time in the field working with the schools and the school directors on all of their efforts.

Burt Walker, Compliance and Enforcement Manager, introduced the investigators and the Compliance and Enforcement staff. Burt gave an overview of the unit, statistics for FY06 and reasons for investigations. The complaint process was discussed, as well as the self-audit program.

Lisa McGee, Regulatory Program Manager, introduced her staff and reviewed the areas that she and her staff serve. She also detailed the regulatory process and the timelines associated with that process.

Lisa explained the three programs that are now under regulatory action, Bail Bondsmen, Bail Enforcement Agents and Private Security Services. Each of these programs are currently at different stages.

The Property and Surety Bail Bondsmen regulations have completed the proposed executive review and will be submitted to the Registrar for publication, which will begin the sixty-day public comment period. Bail Enforcement Agent regulations are undergoing executive review of the proposed stage. Private Security Services Regulations Notice of Regulatory Action has been completed. We received one hundred and thirty comments and are currently setting up the committees. We are looking into extending the draft comment period from thirty days to forty-five days.

Committees Reports

Kevin Hodges announced that Harry Merchant, newly elected Instructor Representative, now chairs the Training Committee for the PSSAB.

Kevin Hodges welcomed the newest members to the PSSAB and announced those members that were reappointed. The newest members include Kenneth Davis, Bail Bondsmen Representative; Brent Fortner, Private Security Services Representative; Chris Stuart, Private Security Services Representative; William Stollhans, Private Investigator Representative; Harry Merchant, Instructor Representative. Chief Deputy Cervera, Thomas Turner, and Dennis VanDuzee were all reappointed to the Board.

Kevin asked all Board members to place the updated PSSAB and CJSB member information into the PSSAB orientation manuals.

Board Comments

Kevin Hodges recognized the former Board members who just left the Board this past June. Deborah Aylward, Private Investigator Representative; Mark Fair, Private Security Services Representative; Sean Creamer, Private Security Services Representative; Tony Millner, Jr., Bail Bondsmen Representative; and Steve Martin, Instructor Representative.

Rafe Wilkinson thanked Lisa McGee for doing an excellent job on outlining the regulatory process. He extended a challenge to all of those who operate a private security business to take the opportunity to help rewrite the current laws by giving their opinions. He asked that all members of the industry to utilize their Board member and to give their opinions of what they would like to happen with the regulations.

Public Comments

Bill McCroy addressed the concern to lengthen the time frame for the draft comment period to forty-five days. He also had concerns on the communication for the work groups as well a question in reference to the firearm endorsement reinstatement period.

Robert Blansfield commented on the issue of extending the comment period to forty-five days because of the time of the year this falls in.

Nicole Bocra commented on current legislation involving limiting the sale of social security numbers to only law enforcement agencies. She also commented on the education of legal pretext.

JoAnn Miller voiced concern over the attendance of Board members, and the ability to post the PSSAB orientation manual on the website.

Shirley Moore commented on the loss of Ed Suter and Hayward Long this year. She stated that this was a great loss to the Private Security Services community.

Kevin Hodges addressed several of the public comments. He stated that solicitation for participation in the work groups is forth coming. He also stated that the PSSAB manual was approved in December 2003 and at that time was disseminated to the Board members.

Announcements

Kevin Hodges reminded the Board members to look for an email in reference to the December meeting date.

Adjournment

Chris DiMartino made a motion to adjourn the meeting. William Stollhans seconded the motion. The motion carried.

Public Attendees

There were 201 attendees for the Annual PSS Conference, approximately one hundred fifty attendees signed in for the PSSAB meeting.